This form provides you unclassified network access and a token card. Unclassified network access includes the following: Virtual Private Network (VPN), network services registration, Electronic Software Distribution (ESD), institutional e-mail server access, firewall access, and compute and Kerberos services.

Instructions: Submit the completed form by mail to the ICN Accounts Office at MS B271; by fax to (505) 667-9617; or if you are Q- or L-cleared, hand-carry to the LDCC, TA-3, Bldg. 1498, Rm. 205D.

Special Requirements: Before a token card can be issued, token card applicants are required to complete online course #9369 *Initial Information Security Briefing* and also be current in their LANL Security training (course #1425, *Annual Security Refresher*). Please ensure that both have been completed before submitting this form.

For questions regarding this form, call (505) 665-4444, ext. 1 or send e-mail to validate@lanl.gov.

Important Note: Enterprise Information Applications (EIA) such as Time & Effort (T&E), Travel, On-Line Training, Just In Time (JIT), Data Warehouse, the Employee Information System (EIS), the Employee Development System (EDS), and all Oracle applications require Administrative access. If you are a Q- or L-cleared LANL employee (including students), you automatically receive Administrative access with this token card. If you are not a Q- or L-cleared LANL employee and you need Administrative access, refer to http://int.lanl.gov/source/orgs/cio/eia/a-level-access.shtml.

Applicant Information

1. Z Number	2. Name		3. LANL Group
4. Phone	5. LANL Mail Stop	6. Citizenship _____ **Note for Foreign Nationals**: Ensure DIVA request is approved and active prior to submitting this form.	

7. Tokencard Delivery:

☐ Send to LANL Mail Stop: _____

☐ Mail to the following address: _____

_____

☐ Call when card is ready for pick-up (*Q- or L-clearance required for pick-up*). Phone Number: _____

8. ☐ LANL ☐ Other (*specify*) _____	9. Clearance Level (Q, L, or U): _____

Management Authorization

Note: Responsible Line Manager (RLM) Authorization is required for **Non-LANL applicants only**. If you are a LANL employee, you *do not* need RLM's signature.

10. Authorization for Non-LANL Applicants:
I authorize unclassified network access for the applicant whose name appears in Box #2. I will notify the ICN Accounts Office immediately when the applicant no longer needs access.

LANL Security Responsible Line Manager Printed Name	Title	Z Number
LANL Security Responsible Line Manager Signature		Date

ICN Accounts Office Use Only

☐ New ☐ Change	Processed by	Date Processed	Token Card Serial #
Comments			

Form 1835 (11/08)